

# **Important Information Regarding Jury Service at the Orleans Superior Court Criminal and Civil Divisions**

## **Juror Reporting Instructions**

Call the juror phone at 802-334-2248 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

## **Location and Parking**

We are located in the State Office Building, 217 Main Street, Newport, VT., across from the Municipal Building and on the corner of Main and Second Streets.

Please park at the rear of the Municipal Building on the third level where there are no parking meters. There is also parking on School and Summer Streets.

Please do **not** park in the lot of the Family Dollar or next to the Civil/Family Division as your vehicle will be towed at your expense.

Please report to the third floor and follow the instructions on the sign as to where you will be seated.

## **Time Commitment Expectations**

The average length of a civil trial is 2-3 days. In some instances the trial may last longer.

Unless otherwise instructed, court is in session Monday through Friday from 9:00am to 4:30pm and you should plan to be present for the entire day.

## **What To Expect at a Jury Draw**

Court staff will greet you and present a general orientation, answer your questions and discuss your concerns. The judge will then discuss our system of justice and answer your questions. The rest of the day will be spent drawing juries from your panel for specific trials. Plan to stay at court until at least 4:30pm.

## **Emergencies/Reporting Absences/Excuses**

If an illness or emergency prevents your attendance, please call the Clerk's office at 802-334-3325 as near to 8:00am as possible.

Medical excuses are given first priority. A note from your physician must accompany all medical requests. The court always works with you to plan around scheduled appointments, vacations, or business hardship. We try to minimize the disruption that jury service might cause you.

## **Lunch**

Lunch is normally one hour. You may choose to go out or you may bring your lunch and eat in the jury room. There are convenience stores with deli lunches available.

## **Miscellaneous**

Please note that anyone entering the building may be screened by a court security officer. You may not bring weapons into the courthouse.

You may receive emergency telephone calls in the Clerk's Office, 802-334-3325. Restrooms are located in the jury room

Due to the nature of jury service and the court process itself, there are often periods of waiting. You may bring reading material to pass the time. There are brief recesses throughout the day. No childcare is available.

Smokers will be directed to a designated area outside the building.

## **Other Concerns**

If you have any special needs please bring them to the court clerk's attention. All electronic devices, including cell phones, must be turned off while court is in session.

Hearing assistance devices can be made available.